



Administrative Assistant *PLUS*

We are a multi-faceted print & sign shop looking for an equally diversified, reliable individual to join our team of professionals. The ideal “**Administrative Assistant *PLUS***” will have previous experience in the office of a Print, Bindery or Sign Shop, however for the right candidate lacking that experience, we will offer training related to these fields to expand your already acquired administrative skills. Being detail-oriented, an effective communicator, organized, eager and able to learn quickly, work independently and as a team player are a given.

This is NOT a typical clerking job! Reporting directly to the President, your primary responsibilities will be clerical however, you will also assist our Bookkeeper and due to the small size of our shop, work in our Signage and Bindery Departments if/as required. *Opportunities exist to grow the position for the right individual.*

Responsibilities include, but are not limited to:

- Acquiring a working knowledge and understanding of all company products and services
- Providing stellar customer service by phone, e-mail and to walk-in customers
- Taking and writing up orders using our electronic docket system
- Retrieving and filing job dockets and invoices
- Preparing and sending invoices
- Updating our electronic docket record; Data entry
- Managing inventory
- Operating office equipment
- Receiving shipments, ensuring they match purchase orders
- Preparing documentation and ordering couriers
- Assisting the bookkeeper with A/P and A/R tasks
- Ensuring timely completion of all work
- Observing all office/plant safety rules & regulations

PLUS

- As required, assisting with sign production
- As required, working in the bindery department
- Performing other duties as assigned

Continued...

Competencies & Requirements:

- Minimum High School Diploma; Post-secondary education an asset
- Strong computer skills; keyboarding; comfortable in Mac/Apple and PC environments
- Excellent communication skills, written and oral English; French or other languages an asset
- Able to read and interpret written information, understand verbal instructions, and provide clear, accurate feedback (all English)
- Ability to work well under tight deadlines; Efficient; Detail-oriented
- Able to work at a desk/computer for extended periods of time
- Able to stand for extended periods of time
- Able to bend and lift, move quickly, perform repetitive hand work in a fast-paced, production-oriented environment
- Able to lift paper and other material, minimally 35 lbs.
- Strong hand-eye coordination with above average manual dexterity
- Clean and tidy work habits
- Ability to multi-task in addition to working well under pressure
- Able to recognize and make supervisor aware of any potential quality issues
- Able to work well with minimal supervision AND in a team environment
- Positive “can do” customer focus and attitude
- Self-motivated, ethical, flexible, reliable
- Punctual and consistent attendance
- A sense of humour!

Assets:

- Strong math skills
- A proficiency with spreadsheet programs
- A knowledge of bookkeeping practices
- Experience in a production environment
- A desire to learn and grow with the position

This is a permanent day shift position, 25 to 36 hours per week, no weekends.
Salary commensurate with experience.

If you believe you are a suitable candidate for this job, please send your resume and cover letter describing your acquired skills and abilities that make you THE ONE for this job to:
cornwallcpsf21@gmail.com

PRINT + SIGNS + PROMO PRODUCTS + DESIGN = MANY SOLUTIONS!!

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